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CENSUS OF MICHIGAN

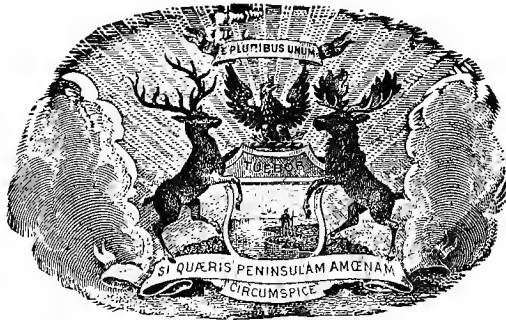
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INSTRUCTIONS

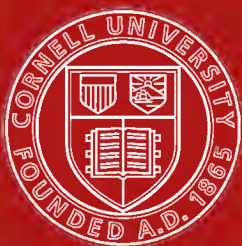
TO

ENUMERATORS.

PREPARED BY THE SECRETARY OF STATE, PURSUANT TO THE
REQUIREMENTS OF ACT NO. 178, LAWS OF 1893, ENTITLED "AN
ACT TO PROVIDE FOR TAKING THE CENSUS AND STA-
TISTICS OF THIS STATE" APPROVED MAY 31, 1893.



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CENSUS OF MICHIGAN

JUNE 1, 1894.

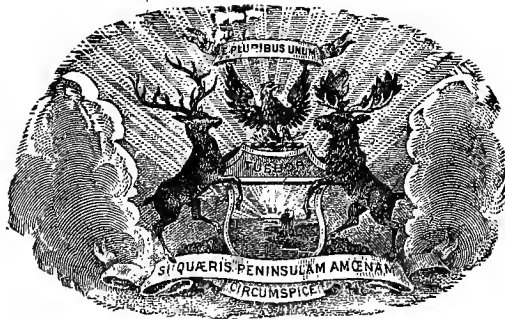
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[Second Edition.]



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EXPLANATIONS AND INSTRUCTIONS.

MICHIGAN
DEPARTMENT OF STATE,
OFFICE OF THE SECRETARY,
Lansing, May, 1894.

In the preparation of the instructions contained in this pamphlet, the instructions for taking the United States census have been copied whenever applicable.

The census is to be taken pursuant to the provisions of Act No. 178 laws of 1893. The act is published on pages 22 to 28 of this pamphlet.

APPOINTMENT OF ENUMERATORS.

Census enumerators and assistants are to be appointed in townships by township boards, and in cities by common councils.

OATH OF OFFICE.

Enumerators and assistants are required within five days after appointment to take and subscribe the constitutional oath of office, and file the same, if a township enumerator, with the township clerk, and if a city enumerator, with the city clerk. The constitutional oath of office when taken by enumerators should read as follows:

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this State, and that I will faithfully discharge the duties of the office of census enumerator in the township, (city, ward or census district as the case may be) of——, county of——, Michigan, as specified in act number one hundred and seventy-eight, laws of eighteen hundred and ninety-three, entitled "An act to provide for tak-

ing the census and statistics of this State," approved May 31, 1893, according to the best of my ability.

Subscribed and sworn to before me this _____ day of _____, 1894.

The above oath is to be subscribed before a notary public, justice of the peace or some other officer authorized to take acknowledgments. (See section 2, census law.)

DATE OF CENSUS.

The census of population is to be taken as of date June 1, 1894. (See section 4, census law.)

DELIVERY OF BLANKS TO ENUMERATORS.

It is the duty of the county clerk to cause to be delivered to the census enumerator of each township and census district in his county, on or before the twentieth day of May, one copy of this pamphlet of instructions and a sufficient number of the census schedules to take the census and statistics of his township or census district. (See section 16, census law.)

By the above provision it is clearly the duty of the county clerk to personally carry or send the pamphlet and schedules to each enumerator, should such a course be necessary; but as the law provides in section eight that the enumerator shall receive "ten cents per mile for going to the office of the county clerk to obtain the necessary blank schedules," the enumerators have been requested by circular letters sent them in care of the supervisors, to personally apply for and receive the schedules at the office of the county clerk, as by so doing all risk of loss in transmission will be avoided.

BEGINNING, PROSECUTION, AND COMPLETION OF ENUMERATION.

Enumerators are to begin the enumeration on the first day of June, and prosecute the canvass from that day forward on each week-day, without intermission except for sickness or other urgent cause, and they are to complete the census on or before the thirtieth day of June. Any unnecessary cessation of work is sufficient ground for removal. (See section 4, census law.) For penalties for neglect of duty by enumerator, see section 11, census law.

DUTIES OF ENUMERATORS.

The census enumerator, after qualifying as above, is to visit personally during the month of June, each dwelling house in his township or census

district, and each family therein, and each individual living out of a family in any place of abode, and by inquiry made of the head of the family, or of the member of the family deemed most credible and worthy of trust, or of such individual living out of a family, to obtain each and every item of information required by the census law and census schedules. (See section 5 and last sentence of section 9, census law.)

The word enumerator, as used in section 5, includes also the assistant enumerator. The assistant enumerator after qualifying, is to visit personally during the month of June, each dwelling house in that part of the township or census district assigned him, and each family therein, etc., the same as required of the enumerator.

Wherever necessary to carry out the intent and meaning of the law the word "enumerator" means also "assistant enumerator."

The township board or common council, in appointing assistants, may designate the district or territory within which each assistant is to perform his duties; but in case this is not done by the township board or common council, then it is the duty of the enumerator to make such assignment of territory.

The enumerator and assistants will not fail to note that they are to visit *personally* each dwelling house, etc., that is, each is to make the canvass of his own district himself. He cannot delegate his authority to any other person. He cannot do the work by proxy.

They are to visit, not only *each dwelling house and each family*, but *each individual living out of a family*. Individuals living out of families, include all those persons, more numerous in cities than elsewhere, who have no certain, fixed place of abode. They may be found in lofts in public buildings, above stores, warehouses, factories, stables, and possibly during the warm weather of June while the census is being taken, may lodge in dry-goods boxes in the rear of business buildings, or in some other out-of-the-way place; it will also include persons living solitary in cabins, huts or tents; persons, inhabitants of this State, sleeping on boats, barges, etc., having no other usual place of abode, and persons in police stations having no homes.

Of the classes just mentioned, the most important numerically, is the class of persons who occupy rooms in public buildings, or above stores, warehouses, factories, and stables. In order to reach such persons the enumerator will need not only to keep his eyes open to all indications of such casual residence, but to make inquiry both of the parties occupying the business portion of such buildings, and also of the police. A letter will be addressed from this office to the mayor of every city of the State,

requesting the coöperation of the police, so far as it may be necessary, to prevent the omission of the classes of persons herein indicated.

It is further provided, that in case no person shall be found at the usual place of abode of such family, or individual living out of a family, competent to answer the inquiries made in compliance with the requirements of the act, then it shall be lawful for the enumerator to obtain the required information, as nearly as may be practicable, from any reliable source. (See Sec. 5, census law.)

It is the prime object of the enumeration to obtain the name and the requisite particulars of every inhabitant of the State, June 1, 1894, of whatever age, sex, color, race or condition, with this single exception, viz.: that "Indians not taxed" shall be omitted from the enumeration.

INDIANS.

By the phrase "Indians not taxed" is meant persons of Indian descent who are not civilized, or are members of any tribe.

Indians not in tribal relations, whether full-bloods or half-breeds, who are found mingled with the white population, residing in white families, engaged as servants or laborers, or living in huts or wigwams on the outskirts of towns or settlements, are to be regarded as a part of the ordinary population of the State for the constitutional purpose of re-arrangement of the senate districts, and apportionment of representatives in the State House of Representatives.

CENSUS OF VILLAGES.

The census of each village is to be taken separately from that of the township in which such village is located. (See Sec. 5, census law.)

The word "village" must be understood to include not only incorporated villages, but any assemblage of houses, each situated on a small parcel of land, such as is usually called a village lot. The postoffice, one or more stores, blacksmiths' shops, etc., will generally, perhaps always, be found in these small unincorporated villages. As to the boundaries of such villages the enumerator must, of course, be the judge.

Just preceding the space required for the enumeration of a village, the enumerator should leave three blank lines, and over the first entry write the words, "Village of——," and at the end of the enumeration he should write the words, "Here ends the village of ——," and leave another space of three blank lines.

CENSUS OF WARDS.

The census of each ward should be taken separately from that of every other ward in the city. In filling the schedules an enumerator whose census district includes more than one ward, should begin the census of each ward with a new page.

COURTESY ON THE PART OF ENUMERATORS.

It is the duty of an enumerator in the exercise of his authority to visit houses and interrogate members of families resident therein as provided by law, to use great courtesy and consideration. A rude, peremptory, or overbearing demeanor would not only be a wrong to the families visited, but would work an injury to the census, by rendering the members of those families less disposed to give information with fullness and exactness. It would doubtless be found in the long run to be an injury to the enumerator himself and to retard his work.

By the above remark it is not intended to imply that the enumerator need enter into extended explanations, or give time to anything beyond the strictly necessary work of interrogation. It is entirely possible for the enumerator to be prompt, rapid and decisive in announcing his object and his authority, and in going through the whole list of questions to be proposed, and at the same time not to arouse any antagonism or give any offense.

THE OBLIGATION TO GIVE INFORMATION.

It is not within the choice of any inhabitant of the State, whether he shall or shall not communicate the information required by the census law. By section 13 of the census law it is provided:

That each and every person more than eighteen years of age, belonging to any family residing in any township, or census district; and in case of the absence of the heads and other members of any such family, then any agent of such family shall be, and each of them hereby is required, when thereto requested by the census enumerator, to render a true account, to the best of his or her knowledge, of every person belonging to such family, and whoever shall wilfully fail or refuse shall be guilty of a misdemeanor, and upon conviction thereof shall forfeit and pay a sum of fifty dollars, or be confined in the county jail not more than six months. And every owner, lessee, agent, or manager in charge of any establishment of productive industry, or farm, and every president, treasurer, secretary, general agent, or managing director of every corporation owning or operating any such establishment or farm, who shall, when thereto requested by the census enumerator, wilfully neglect or refuse to give true and complete answers to any inquiries authorized by this act, shall forfeit and pay a sum not less than five hundred, nor more than five thousand dollars, and in addition shall be guilty of a misdemeanor, and on conviction thereof shall be imprisoned in the county jail for a term not exceeding one year. And it shall be the duty of the census enumerator to promptly notify the prosecuting attorney of his county of any penalty incurred in his township or census district under the provisions of this section.

Enumerators will, however, do well not unnecessarily to obtrude the compulsory feature of the enumeration. It will be found in the vast majority of cases that the persons called upon to give information will do so without objection or delay.

It is only where information required by law is refused that the penalties for non-compliance need be referred to. The enumerator will then quietly, but firmly, point out the consequences of persistency in refusal.

It is further to be noted that the enumerator is not required to accept answers which he knows, or has reason to believe, are false. He has a right to a true statement on every matter respecting which he is bound to inquire, and a false statement is not to prevent further investigation. Should any person persist in making statements which are obviously erroneous, the enumerator should enter upon the schedule the facts as nearly as he can ascertain them by his own observation or by inquiry of credible persons.

The foregoing remark is of special importance with reference to the statements of the heads of families respecting afflicted members of their households. The law requires a return in the case of each blind, deaf and dumb, epileptic, insane and idiotic person. It not infrequently happens that fathers and mothers, especially the latter, are disposed to conceal, or even to deny, the existence of such infirmities on the part of children. In such cases, if the fact is personally known to the enumerator, or shall be ascertained by inquiry from credible sources, it should be entered on the schedules equally as if obtained from the head of the family.

A second class of cases under this head concerns the reporting of values. The enumerator is not bound by any statement which he knows or has reason to believe to be false. His duty is to report the actual facts as nearly as he can ascertain them.

CARE IN FILLING THE SCHEDULES.

In making the entries use pen and ink. Do not use pencils of any kind. Enumerators should be careful to write both names and figures clearly and neatly, without interlineations, erasures, or blots, inasmuch as no copy of the schedules is provided to be made by the existing census law, and the original schedules are to be returned to the office of the Secretary of State, at Lansing, for examination and compilation. Great care should also be exercised in making the entries upon the proper line and in the proper column. A little heedlessness in this respect will often produce the most serious confusion. The schedules to be used have been arranged to help the enumerator to find the proper place and column

through the use of occasional heavy lines, both horizontal and vertical, by which the eye may be guided to find easily and surely the true place of entry.

REVIEW OF SCHEDULE NO. 1.

On the completion of the canvass of his township or census district, the enumerator is required to notify the township or city clerk, as the case may be, that he has completed the census schedules. Such clerk is thereupon to call a meeting of the township board, or boards of review of assessments in cities. The enumerator and board, at such meeting, are to review Schedule No. 1, for the purpose of striking out persons improperly enumerated, and of adding persons improperly omitted. But no change is to be made in the schedule except by the enumerator and by him only on evidence satisfactory to himself that such change is necessary to the accuracy of the schedule. To secure such evidence the enumerator is authorized to swear and examine witnesses who shall testify subject to the pains and penalties of perjury. If the enumerator refuses to make any change deemed necessary by the board, the board is required to make a certified statement of the change demanded, which statement is to be attached to and returned with the schedule, by the enumerator, and the enumerator is also to attach to and return with the schedule a certified statement of his reasons for not complying with the demand of the board. (See Sec. 6, census law.)

The review of Schedule No. 1 is very important, hence should be made as thorough as possible. The review should be public, and the inhabitants of the township or census district generally invited to be present. Every suggestion of improper omission or improper enumeration should be immediately acted upon, and correction made if necessary. The enumerator must not forget, however, that he alone is responsible for the accuracy of the schedule, and that he is not required to make any change except upon evidence satisfactory to himself that such change is necessary. If the evidence obtainable does not satisfy him that the proposed change is proper and should be made, he had better require the board to make the certificate provided for in the law, and return the same with the schedule, together with his own certificate of reasons for refusing to comply with their demands.

Only Schedule No. 1 is to be reviewed. All other schedules are to be considered confidential, and are not to be exhibited to any one.

The review of Schedule No. 1 is to be made only after completing the canvass of the entire township or district. The assistant enumerators will make their returns to the enumerator, and the *enumerator*, not the assist-

ant enumerator, will "notify the township clerk or city clerk that he has completed the census of his township," etc. (See Sec. 6.) Every assistant however should attend the review.

RETURN OF SCHEDULES TO COUNTY CLERK.

The enumerator, immediately after the review of schedule one, is required to return the original census schedules, duly certified, to the county clerk of his county, as his returns under the provision of the census law. (See Sec. 7, census law.) Section 8 of the census law provides that the enumerator shall receive "ten cents per mile for conveying the returns to the office of the county clerk." Although the law does not prohibit their transmission in some other way, it is fair to presume that it was intended that the enumerator should personally carry his returns to the office of the county clerk. This is certainly the safest means of transmission, and this department would recommend no other. Enumerators are especially requested to not entrust the returns to the mails in any case.

The enumerator should attach to each schedule a certificate in the following form, and each assistant will attach the same certificate to each of his schedules:

I do hereby certify that the census and statistics set forth in the schedules hereunto annexed, have been made out in every respect, in conformity with the provisions of the act for taking the census and statistics of this State, for the year eighteen hundred and ninety-four, and that they are complete, and accurate, according to my best knowledge and belief.

-----,
ENUMERATOR.

The schedules, in number deemed sufficient for the enumeration, will be sent to enumerators in portfolios, designed to be used in the enumeration. So far as possible, the schedules should be kept habitually in the portfolio until the enumeration is finished, and then carried together with the portfolio, by the enumerator and deposited with the county clerk of the county. The county clerk will carefully pack the several portfolios, with their proper schedules enclosed, and send them to the Secretary of State.

Six schedules have been provided for the enumeration of the several subjects of inquiry at the census, as follows:

Schedule 1.—Population.

Schedule 2.—Mortality.

Schedule 3.—Agriculture.

Schedule 4.—Manufactories, Mines, Fisheries.

Schedule 5.—Libraries, Churches.

Schedule 6.—Farm Laborers.

SCHEDULE I.—POPULATION.

This is the population or family schedule. Upon it is to be entered the name of every man, woman and child, who, *on the first day of June, 1894*, shall be an inhabitant of the enumerator's township (ward or census district). No child born between the first day of June, 1894, and the day of the enumerator's visit (say June 5 or 11 or 17) is to be entered upon the schedule. On the other hand, every person who was a resident of the district upon the first day of June, 1894, but between that date and the day of the enumerator's visit shall have died, should be entered on the schedule precisely as if still living. The object of the schedule is to obtain a list of the inhabitants *on the first day of June, 1894*, and all changes after that date, whether in the nature of gain or of loss, are to be disregarded in the enumeration.

DWELLING HOUSES.

In column No. 1 of this schedule is to be entered the number of the dwelling house in the order of visitation. A dwelling house for the purposes of the census, means any building or place of abode, of whatever character, material or structure, in which any person is at the time living, whether in a room above a warehouse or factory, a loft above a stable, or a wigwam on the outskirts of a settlement, equally with a dwelling house in the usual, ordinary sense of that term. Wholly uninhabited dwellings are not to be taken notice of.

FAMILIES.

In the column numbered 2 is to be entered the number, in the order of visitation, of each family residing in the district. The word family, for the purposes of the census, includes persons living alone, as previously described, equally with families in the ordinary sense of that term, and also all larger aggregations of people having only the tie of a common roof and table. A hotel (or a boarding house), with all its inmates constitutes but one family within the meaning of this term. A hospital, a prison, an asylum is equally a family for the purposes of the census. On the other hand, the solitary inmate of a cabin, a loft, or a room finished off above a store, constitutes a family in the meaning of the census act. In the case, however, of tenement houses and of the so-called "flats" of the cities, as many families are to be recorded as there are separate tables, and in case of the joint occupancy of a dwelling house by two or more families as, for instance, by a father and his family, and by a married son or son-in-law and his family, there should be as many families recorded as there

are distinct and complete families even though they have a common table.

FAMILIES BOARDING AT HOTELS, ETC.

When one or more families board at any hotel or boarding-house all the members of each of such families should be enumerated together in the usual order, that is the husband and wife first and after them the children in the order of their ages and after the children the servants, etc., and the relationship of each of the children, servants, etc., to the husband and wife should be given precisely as indicated in the heading to column 7 of Schedule 1, viz.: "Son," "Daughter," "Servant," etc.

NAMES.

In column numbered 3 is to be entered the name of every person who was, on the first day of June, 1894, a member of this family, that is the family the enumerator is at the time enumerating, the person being also an inhabitant of the township (city or ward).

It is difficult under the American system of a protracted enumeration, to give directions which will wholly obviate the danger that some persons will be reported in two places and others not reported at all. Much must be left to the judgment of the enumerator, who can, if he will take the pains, in the great majority of instances satisfy himself as to the propriety of including or not including doubtful cases in his enumeration of any given family. In the cases of boarders at hotels or students at schools or colleges, the enumerator can, by one or two well-directed inquiries, ascertain whether the person concerning whom the question may arise has, at the time, any other place of abode within another township (ward or census district), at which he is likely to be reported. Sea-faring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding house or lodging house, *if they acknowledge any other home within the State*, are not to be included in the family of the lodging or boarding-house. Persons engaged in internal transportation, canal men, express men, railroad men, etc., if they habitually return to their homes in the intervals of their occupations, will be reported *as of their families*, and not where they may be temporarily staying on the first day of June, 1894.

In entering names in column 3, the name of the father, mother or other ostensible head of the family (in the case of hotels, jails, etc., the landlord, jailer, etc.), is to be entered first of the family. The family name is to be

written first in the column, and the full *first or characteristic* Christian or "given" name of each member of the family in order thereafter. It is desirable that the children of the family proper should follow in the order of their ages, as will naturally be the case. So long as the family name remains the same for the several members it need not be repeated, provided a distinct horizontal line or dash be drawn in the place it would occupy, thus:

Smith, John.

——, Elizabeth.

——, Henry J.

PERSONAL DESCRIPTION.

The columns 4, 5 and 6, which relate to age, sex, and color, must in every case be filled. The county clerk will be instructed to accept no return where these spaces are left blank.

Ages.—The age in years of each and every inhabitant one year old and over will be inserted in figures in column 4 whenever the same can be obtained; otherwise, the nearest approximation thereto. Children who, on the 1st day of June, 1894, were less than a year old, will have their age stated by the fractional part of the year, as (one month) $\frac{1}{12}$, (three months) $\frac{3}{12}$, (nine months) $\frac{9}{12}$, etc. If a child is less than a month old state the age in a fraction thus, $\frac{1}{12}$.

The following will aid in determining the age of children under one year old:

A child born in June (1893) will be reported.....	$\frac{11}{12}$
A child born in July (1893) will be reported.....	$\frac{10}{12}$
A child born in August (1893) will be reported.....	$\frac{9}{12}$
A child born in September (1893) will be reported.....	$\frac{8}{12}$
A child born in October (1893) will be reported.....	$\frac{7}{12}$
A child born in November (1893) will be reported.....	$\frac{6}{12}$
A child born in December (1893) will be reported.....	$\frac{5}{12}$
A child born in January (1894) will be reported.....	$\frac{4}{12}$
A child born in February (1894) will be reported.....	$\frac{3}{12}$
A child born in March (1894) will be reported.....	$\frac{2}{12}$
A child born in April (1894) will be reported.....	$\frac{1}{12}$
A child born in May (1894) will be reported.....	$\frac{0}{12}$

Color.—It must not be assumed that where nothing is written in this column "white" is to be understood. The column is always to be filled. Be particularly careful in reporting the class *mulatto*. The word is here generic, and includes quadroon, octoroons, and all persons having any

perceptible trace of African blood. In reporting *color* use no abbreviations except those given in the heading to the column, viz.: "Mul." for mulatto, "Chi." for Chinese; and "Ind." for Indian. The words "White" and "Black" should be written out in full.

Sex.—In reporting *sex* write the words "Male," and "Female," in full.

CIVIL CONDITION.

In giving the Civil Condition (column 8) the words "Single," "Married," "Widowed," and "Divorced," should be written out in full.

"MARRIED WITHIN CENSUS YEAR."

The question in column 9 relates solely to persons whose names appear in column numbered 3. The question should be asked with respect to every person except those known to be single or never to have been married. Opposite the names of single persons and others who were not married during the census year, the enumerator will write the word "No," in column 9.

MOTHER OF HOW MANY CHILDREN AND NUMBER OF THESE CHILDREN LIVING, COLUMNS 10 AND 11.

These inquiries are to be made concerning all women who are or have been married, including those widowed or divorced. Where a mother has given birth to a child during the census year, the number in column 10 will just equal the total in columns 15, 16 and 18.

PLACE OF BIRTH.

In column numbered 12 is to be reported the "place of birth" of every person named upon the schedule, and in columns 13 and 14 the place of birth of the parents of every person named upon the schedule. If born within the United States the State or Territory will be named. If of foreign birth the country will be named as specifically as possible. Instead of writing "Great Britain" as the place of birth, give the particular country, as England, Scotland, Wales. Instead of "Germany," specify the State, as Prussia, Baden, Bavaria, Wurtemberg, Hesse-Darmstadt, etc. If, however, the particular State cannot be ascertained, write "United States," "Germany," etc. Do not in any case designate a person as "American," or born in "America." If in any case it be impossible to ascertain the place of birth write the word "unknown."

BIRTHS.

Questions 15 to 18 inclusive, "Children born to the family during census year," and "Number of children previously born of same mother," though questions the enumerator may feel some delicacy in asking, are of importance, and should be asked promptly and in a business-like manner, yet, of course, with courtesy, the same as other census questions. If thus asked they will doubtless be answered with equal promptness and accuracy.

The month of birth (column 17) will enable the enumerator to calculate the age of the child. See directions in paragraph entitled "Ages" on page 13.

OCCUPATION.

In column numbered 19 is to be reported the occupation of each and every inhabitant of the State on the first day of June, 1894.

Occupation.—The inquiry "profession, occupation or trade," is one of the most important questions of this schedule. Make a study of it. Take especial pains to avoid unmeaning terms, or such as are too general to convey a definite idea of the occupation. Call no man a "factory hand" or a "mill operative." State the kind of a mill or factory. The better form of expression would be "works in woolen factory," "works in paper mill," etc. Do not call a man a "shoemaker," or "bootmaker," unless he makes the entire boot or shoe in a small shop. If he works in (or for) a boot and shoe factory, say so.

Call no man a "commissioner," a "collector," an "agent," an "artist," an "overseer," a "professor," a "treasurer," a "contractor," or a "speculator," without further explanation.

When boys are entered as apprentices, state the trade they are apprenticed to, as "apprenticed to carpenter," "apothecary's apprentice." Students or scholars should be reported under those names.

When a lawyer, a merchant, a manufacturer, has retired from practice or business, say "retired lawyer," "retired merchant," etc.

Distinguish between fire and life insurance agents.

When clerks are returned, describe them as "clerk in store," "clerk in woolen mill," "R. R. clerk," "bank clerk," etc.

Describe no man as a "mechanic," if it is possible to describe him more accurately.

Distinguish between stone masons and brick masons.

Do not call a bonnet maker a bonnet manufacturer, a wagon maker a wagon manufacturer, a paper maker a paper manufacturer; in other words, do not call an employé in a shop or factory a manufacturer, but reserve

the term "manufacturer" for proprietors of establishments. Always give the branch of manufacture, as "paper manufacturer," "woolen manufacturer," "manufacturer of wagons," etc.

Whenever merchants or traders can be reported under a single word expressive of their special line, as "grocer," it should be done. Otherwise, say "dry goods merchant," "coal dealer," etc.

Use the word "huckster" in all cases where it applies.

Be very particular to distinguish between farmers and farm laborers. In agricultural districts this should be one of the points to which the enumerator should especially direct his attention.

Confine the use of the words "glover," "hatter," and "furrier," to those who *actually make*, or make up, in their own establishments, all or a part of the gloves and hats or furs which they sell. Those who only sell these articles should be characterized as "glove dealer," "hat and cap dealer," "fur dealer."

All officials should have their profession designated, if they have any, as "retired merchant, county clerk," "paper manufacturer, representative in legislature." If anything is to be omitted, leave out the office, and put in the occupation.

No distinction need be made in the character of the work performed by domestics or house servants. Report all as "domestic servants."

Cooks, waiters, etc., in hotels and restaurants, will be reported separately from domestic servants, as "cook in hotel," etc.

The term "housekeeper" will be reserved for such persons as receive distinct *wages* or *salary* for the service. A woman keeping house for her own family, or for herself, without any other gainful occupation, will be entered as "housewife." For grown daughters assisting her, the entry should be "at home."

You are under no obligation to give any man's occupation just as he expresses it. If he cannot tell intelligibly what he *is*, find out what he does, and characterize his occupation accordingly.

The inquiry as to occupation will not be asked in respect to infants or children too young to take any part in production. The entry for such should be "at home." Neither will the doing of domestic errands or family chores out of school be considered an occupation. "At home," or "attending school," will be the best entry in a majority of cases. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the occupation should be stated.

MONTHS UNEMPLOYED DURING THE CENSUS YEAR (JUNE 1, 1893, TO MAY 31, 1894),
COLUMN 20.

If a person having a gainful occupation was unemployed during any part of the census year it should be so stated in months and parts of a month. If, as may often happen, a person was unemployed at his usual occupation for some time during the census year and yet found other temporary employment for some part or the whole of the time, such temporary employment will reduce the time unemployed. For instance, a person's occupation may be that of "Farm laborer," at which he may have had no employment for three months during the census year. During two of these three months, however, he may have worked in a shop, so that, so far as actual idleness is concerned, he was only out of work one month.

For all persons not engaged in gainful occupations the symbol "X" should be used.

ATTENDED SCHOOL WITHIN THE CENSUS YEAR. COLUMNS 24 AND 25.

For ALL PERSONS *five years old and over* the answer "Yes" or "No" as the case may be, should be written in column 24. In all cases where the answer in column 24 is "Yes" the time of *attendance* should be stated in column 25 in months and fractions, thus: $4\frac{1}{2}$. For all persons under five years of age use the symbol "X."

CAN THE PERSON READ OR WRITE IN ANY LANGUAGE? COLUMNS 26 AND 27.

Questions 26 and 27 are to be asked with respect to all persons *five years old and over*.

Write "Yes" or "No," as the case may be.

A person may not be able to read or write the English language and yet may be able to read or write (or both) his native language, as French, Italian, etc. In all such cases, that is, if a person can read or write (or both) some language, the entry in columns 26 and 27 should be "Yes," according to the fact. If not able to read or write (or both) in some language, the answer should be "No." For all persons under five years of age use the symbol "X."

ABLE TO SPEAK ENGLISH. IF NOT, THE LANGUAGE OR DIALECT SPOKEN. COLUMN 28.

This inquiry should also be made of or concerning every person five years of age or over. If the person is able to speak English so as to be understood in ordinary conversation, write English; otherwise, write the name of the language or dialect in which he usually expresses himself, as German, French, etc. For all persons under five years of age use the symbol "X."

HOSPITALS, ASYLUMS, PRISONS, ETC.

Wherever an institution is to be enumerated as a hospital, an asylum, an alms-house, a jail or a penitentiary, the enumerator will leave three lines blank, and enter the name of the institution (as "St. Mary's Hospital," "Protestant Orphan Asylum," "Insane Asylum," "City jail," etc.) above the names of the inmates. All persons having their usual place of abode in such institutions, whether officers, attendants, beneficiaries or persons in confinement, should then be entered consecutively on the schedules, and at the close of the list another space of three lines should contain only the words: "Here ends the list of persons confined in or occupying ——" (jail, hospital, etc.).

NUMBERING PAGES.

Each enumerator will number the pages of his population schedule in exact order as filled, and when filled: the first page (A) of the first sheet must be numbered 1, the second page of that sheet (B) 2, the third page (C) 3, the fourth page (D) 4, *the first page of the second sheet* 5, the first page of the third sheet 9, and so on throughout his entire township (city, ward or census district).

The enumerator should never place one sheet within another, but fill always the four pages of one sheet (in the order of the letters A, B, C, D) before making any entries on the next sheet.

STREETS AND STREET NUMBERS IN CITIES.

The first two columns (not numbered in series) on the population schedule require the entry IN CITIES of the street and street number of each occupied dwelling house. The name of the street should be written lengthwise of the space, and when the street changes, a heavy line should be drawn across the first and second columns.

SCHEDULE 2.—MORTALITY.

Upon this schedule should be CAREFULLY RETURNED:

1st. EVERY DEATH which occurred in this township (or census district) during the census year.

2d. EVERY DEATH which occurred outside of this township (or census district) *but within this State*, during the census year, if the deceased was at time of death, a member of a family which resided in this township (or census district) on the first day of June, 1894.

The enumerator should make the entries upon this schedule with great care, seeking every source of information. When a positive statement is

impossible, as when an age can only be estimated, or a birthplace must be conjectured, the entry may be enclosed in parenthesis, thus: Age (23), meaning that the best estimate of the age that can be given is 23 years.

SCHEDULE 3.—AGRICULTURE.

A number of the crops specified on this schedule are not generally raised by the farmers of the State, but are of considerable local importance. The space provided for the figures of a crop not raised on any given farm should be filled with a waved line thus:~~~~~

"Farms," for the purpose of the agricultural schedule, include all considerable nurseries, orchards and market-gardens which are owned by separate parties, which are cultivated for pecuniary profit, and employ as much as the labor of one able-bodied workmen during the year. Mere cabbage and potato patches, family vegetable gardens, and ornamental lawns, not constituting a portion of a farm for general agricultural purposes will be excluded. No farm will be reported of less than three acres, unless two hundred dollars' worth of produce has been actually sold off from it during the year. The latter proviso will allow the inclusion of many market-gardens in the neighborhood of large cities, where, although the area is small, a high state of cultivation is maintained and considerable value produced."

A farm is what is owned or leased by one man and cultivated under his care. A distant wood-lot or sheep-pasture, even if in another township, is to be treated as a part of the farm; but wherever there is a resident overseer, or a manager, there a farm is to be reported. One man may own several farms. Each of these farms if under separate management, as when under the control of a servant or manager living on the property, should be reported as a separate farm.

The amounts and values of the various crops will be estimated according to the best judgment of the proprietor or manager where no exact account is kept.

Questions 10 and 11 call for the number of rods of open drain, and the number of rods of tile drain, on each farm June 1, 1894. These questions are of great importance as will be readily recognized and appreciated. Perhaps no question relating to farm improvement is of more importance than that of drainage. The figures will be of great value for purposes of comparison with the totals obtained ten years ago.

SCHEDULE 4.—MANUFACTORIES, MINES, FISHERIES.

The answers to the questions upon this schedule should, so far as possible, be taken from the books of the several establishments. Proprietors

and managers of establishments of productive industry not infrequently object to furnishing proper answers to census questions in the fear that their private business will in some way be exposed to the public eye. Enumerators should take pains to remove this impression by assuring such that this class of statistics is considered confidential, that the enumerator will in no case communicate, and that he is prohibited by heavy penalties (See Sec. 11, census law), from communicating any of the information required by the schedule, and that when the returns reach the office of the Secretary of State, they will be so tabulated that the facts regarding individual establishments can in no way be ascertained. The statistics of no establishment will be published except they be aggregated with the statistics of other establishments.

SCHEDULE 5.—LIBRARIES, CHURCHES.

Any collection of books owned by one person, a corporation, a school district, a township, etc., is a library. The enumerator will notice that it must be a *collection* of books, that is, books kept in some certain place when not in use, as a book-case. School books, novelettes, old magazines or other miscellaneous works, habitually left scattered around the house because of so little value that no book-case or other proper place has been provided for them, will not be considered a library.

The question, "Have you a library?" should be asked while enumerating each and every family, and should the enumerator briefly define the word "library," it will doubtless aid in discovering many of those containing but few volumes.

The statistics of public libraries should be obtained of the officers having them in charge.

COMPENSATION OF ENUMERATORS.

By section 8 of the census law, the enumerator is to receive two dollars and fifty cents per day of ten hours, for the time he is actually and necessarily engaged in canvassing his township or census district, two dollars and fifty cents for the review of schedule number one provided for in section six; ten cents per mile for going to the office of the county clerk to obtain the necessary blank schedules, and ten cents per mile for conveying the returns to the office of the county clerk. The sum due each enumerator is to be calculated by the county clerk, who is to make a certificate of the amount, which certificate is to be paid by the county treasurer. Before the county clerk can certify the amount due an enumerator he is to satisfy himself (section 7) that the returns are properly made out and duly certified. The county clerk will be instructed to closely examine

each census sheet for omissions, erasures, interlineations, and other defects including careless or imperfect entries, and a torn or soiled condition of the sheets, causing indistinctness in the entries. Every sheet thus defaced will be rejected as not "properly made out" as required by law.

WASHINGTON GARDNER,

Secretary of State.

CENSUS LAW.

[Act No. 178, Laws of 1893.]

AN ACT to provide for taking the census and statistics of this State for the year 1894.

Appointment of
census enumer-
ators, as-
sistants,
etc.

Removal.

Provide,

Further provide
in reference to
appointments.

Duties and
liabilities of
enumerators.

Oath to be taken
and filed, etc.

List, etc., of
enumerators to
be sent to Secre-
tary of State.

SECTION 1. *The People of the State of Michigan enact,* That after the annual township meeting, and on or before the first Monday of May, in the year eighteen hundred and ninety-four, the township board of each organized township in this State, and the common council of each incorporated city shall appoint one census enumerator, and such number of assistants as may be necessary for each assessment district in such township or city. It shall also be the duty of each township board and common council to remove, for cause, any enumerator so appointed, and to forthwith fill any vacancy that may occur in the office of census enumerator: *Provided*, That no member of a township board shall be ineligible to the office of census enumerator by reason of being a member of such board: *Pro-vided further*, That in case the township board of any town-ship, or the common council of any city shall fail to appoint enumerators, as required by this section, it shall be the duty of the Governor, when notified of such failure, to appoint enu-merators for such township or city. The enumerators so appointed shall file the oath of office, perform the same duties, be subject to the same penalties, and receive the same com-pensation as enumerators appointed by township boards and common councils.

SEC. 2. That the census enumerators and assistants, so appointed, shall within five days after such appointment, take and subscribe the constitutional oath of office, and file the same, if a township enumerator, with the township clerk, and if a city enumerator, with the city clerk, and it shall be the duty of the township and city clerks, immediately after the filing of such oaths, to transmit the names and postoffice addresses of the persons so appointed and qualifying to the clerks of their respective counties.

SEC. 3. That the clerk of each county shall, as soon as prac-ticable, and before the twentieth day of May, transmit to the Secretary of State a list of the names and postoffice addresses of all census enumerators, in their respective counties.

SEC. 4. That the census enumerator shall take the census and statistics required by this act, as of date June one, eighteen hundred and ninety-four. They shall commence the enumeration on the first day of June immediately following their appointment, and each enumerator shall prosecute the canvass of his township or census district from that date forward on each week day without intermission, except for sickness or other urgent cause; and any unnecessary cessation of his work, shall be sufficient ground for his removal and the appointment of another person in his place, and any person so appointed shall take the oath required of enumerators, and shall receive compensation at the same rates. And it shall be the duty of each enumerator to complete the census and statistics of his township or census district on or before the thirtieth day of June.

When census shall be taken, etc

SEC. 5. That it shall be the duty of each census enumerator, after qualifying in the manner required by this act, to visit personally, within the time specified in this act, each dwelling house in his township or census district, and each family therein, and each individual living out of any family in any place of abode and by inquiry made of the head of such family, or of the member thereof deemed most credible and worthy of trust, or of such individual living out of a family, to obtain each and every item of information, and all the particulars required by this act. And in case no person shall be found at the usual place of abode of such family, or individual living out of a family, competent to answer the inquiries made in compliance with the requirements of this act, then it shall be lawful for the enumerator to obtain the required information, as nearly as may be practicable, from any reliable source: *Provided*, That Indians not taxed shall be omitted from the enumeration: *And provided further*, That the census of each village shall be taken separately from that of the township in which such village is located.

Duties of enumerators in taking census, etc.

Proviso.

SEC. 6. That it shall further be the duty of each census enumerator, immediately after completing the canvass of his township or district, to notify the township clerk or city clerk, as may be proper, that he has completed the census schedules of his township or district. Upon receiving such notice it shall be the duty of the township clerk to call a meeting of the township board, and of the city clerk to call a meeting of the board of review, provided by law for the assessment district constituting such census district; and unless such meeting is held at an earlier date, it shall be held on the first week day in July, eighteen hundred and ninety-four, and due notice thereof shall be given by the said township and city clerks. At such meeting the census enumerator shall submit to such board census schedule number one, and the said board, together with the enumerator, shall proceed to examine such schedule, for the purpose of correcting the enumeration, by striking out or adding the designation of persons improperly enumerated or omitted; but no change shall be made in such schedule,

Enumerators to notify clerks of completion of schedules.

Clerk to call meeting of township board.

When meeting to be held.

Board and enumerator to make corrections, etc.

By whom
changes
made.

Provido.

When new enu-
meration may be
ordered, etc.

Provido.

Census sched-
ules to be re-
turned to county
clerks, etc.

Provido.

Compensation
and fees of
enumerator.

County clerk to
certify amount
due, etc.

Provido.

Certificate of
enumerator.

except by the census enumerator, and by him only upon evidence satisfactory to himself, that such change is necessary to the accuracy of such schedule, and for the purpose of securing such evidence, he may swear and examine witnesses, who shall testify subject to the pains and penalties of perjury: *Provided*, That if the census enumerator shall refuse to make any change deemed necessary, and demanded by the said board, then it shall be the duty of said board to make a certified statement of the change demanded by them, with the reasons therefor, which statement shall be attached to and returned with such schedule, by the census enumerator, and the census enumerator shall also attach to such schedule a certified statement of his reasons for not complying with the demand of the board. Immediately on the receipt by the Secretary of State of such schedule, with statements attached, he shall carefully examine such statements, and if, in his opinion, the change demanded is of sufficient importance, he shall submit the matter to the Governor, who may order a new enumeration, or make any other order in the matter he may deem just and proper: *Provided*, That in case the Governor shall order a new enumeration, it shall be taken as of the date of June one, eighteen hundred and ninety-four.

SEC. 7. It shall be the duty of each census enumerator immediately after the examination provided for in the preceding section, to return the original census schedules, duly certified, to the county clerk of his county, as his returns, under the provisions of this act. And it shall be the duty of the county clerk, after satisfying himself that they are properly made out, and duly certified, to forward them to the Secretary of State, on or before the tenth day of July: *Provided*, That if at that date the schedules of any township, or census district, have not been received by such county clerk, he shall forward the same as soon as they are received.

SEC. 8. That each census enumerator shall receive, as full compensation for services performed under this act, two dollars and fifty cents per day of ten hours, for the time he is actually and necessarily engaged in canvassing his township, or census district; two dollars and fifty cents per day for the review of schedule number one, provided for in section six of this act; ten cents per mile for going to the office of the county clerk, to obtain the necessary blank schedules, and ten cents per mile for conveying the returns to the office of the county clerk; and the sum due each enumerator shall be calculated at the rate aforesaid, by the county clerk to which the returns are made, and his certificate of the amount due shall be paid by the county treasurer: *Provided*, That before the county clerk shall give to any enumerator a certificate of amount due, such enumerator shall attach a certificate, signed by him, to each schedule of said returns, in the following form, to wit: "I do hereby certify that the census and statistics set forth in the schedules hereunto annexed, have been made out, in every respect, in conformity with the provisions of the act for taking

the census and statistics of this State, for the year eighteen hundred and ninety-four, and they are complete and accurate according to my best knowledge and belief." The census enumerator shall also file with the county clerk, a certified statement of the number of days actually and necessarily engaged in canvassing his township, or census district, and in the review of schedule number one, provided for in section six of this act. The township board, and members of the board, or boards of review, in cities, for services performed in compliance with the requirements of section six of this act, shall be entitled to the same compensation and be paid in the same manner, as the members of the board of review of assessments.

Certificate of time spent, to be filed, etc.

Compensation of members of boards.

SEC. 9. That the census schedules shall be numbered one, two, three and four. *Schedule number one* shall contain inquiries as to the name, age at last birthday, sex and color; as to the profession, occupation, or trade; as to the occupation of fathers of children under fifteen years of age; as to the place of birth, as to the place of birth of parents, as to the month of birth, if born within the preceding year, and the number of children previously born of the same mother; as to the civil condition, whether single, married, widowed or divorced; as to the month and place of marriage, if married within the preceding year; as to the ability to read and write; as to the physical condition, whether insane, epileptic, idiotic, deaf and dumb or blind; and as to the time of residence within this State of each and every inhabitant of each township and census district, on the first day of June of the year eighteen hundred and ninety-four. *Schedule number one* shall also designate the heads, husband and wife, of each family, and shall contain inquiries as to the relation of each person enumerated to the heads, husband and wife, of the family, whether son, daughter, servant, boarder or other; also inquiries as to the whole number of marriages; and, by sex, the whole number of births and the whole number of deaths occurring during the preceding year. *Schedule number two* shall contain inquiries as to the name, age at last birthday, sex, and color; as to the profession, occupation or trade; as to the occupation of fathers of persons under fifteen years of age, deceased; as to the place of birth, and place of birth of parents; as to the month of birth, if born within the preceding year; as to the civil conditions at time of death, whether single, married, widowed or divorced; as to the month and place of marriage, if married within the preceding year; as to the physical condition, whether insane, epileptic, idiotic, deaf and dumb, or blind; as to the month of death, disease or other cause of death, the place where such death occurred, and time of residence within this State of each and every inhabitant whose death occurred during the preceding year. *Schedule number three* shall contain inquiries as to the number, size, improvements, and value of farms; as to the wages paid farm help; as to the acreage and yield of the various farm products, and as to the number of pounds of butter and cheese made by farmers during the preceding year, as to the number of pounds

Schedules to be numbered.

What schedule number one to contain.

What schedule number two to contain.

What schedule number three to contain.

What schedule number four to contain.

of maple sugar made the present year; as to the number of each kind of live stock on hand, the value of live stock, and as to the acreage of growing crops. *Schedule number four* shall contain inquiries as to the name of each corporation, company, or individual owning or operating each establishment of productive industry, including mines and fisheries, in which the value of the products amounts to two hundred dollars or over; as to the name of the business, manufacture, or product, and the capital, both real and personal, invested in the business; as to the kind of power used, and the kind and number of machines used; as to the *average* number of hands and the number of children or youth employed; as to the *sex* of the hands employed; as to the total amount paid in *wages* and the number of *months* in active operation the preceding year; as to the kind, quantity, and value of materials, and as to the kind, quantity, and value of productions the preceding year. The Secretary of State may, in his discretion, add to the census schedules inquiries of special importance, not named in this section, and he may omit from the census schedules such inquiries as shall appear to him at the time of taking such census unimportant or unnecessary.

Term preceding year.

SEC. 10. That the term "preceding year," wherever used in this act, shall be construed to mean the year ending June first, eighteen hundred and ninety-four.

Penalty for neglect of duty, etc., by enumerators.

SEC. 11. That any enumerator who, having taken and subscribed the oath required by this act, shall without justifiable cause, neglect or refuse to perform any of the duties enjoined on him by this act, within the time limited by this act, or shall communicate to any person not authorized to receive the same, any statistics of property or business included in his return, shall be guilty of a misdemeanor, and upon conviction thereof, shall forfeit a sum not exceeding three hundred dollars, or be imprisoned in the county jail not exceeding thirty days, or both such fine and imprisonment, in the discretion of the court; or if he shall wilfully and knowingly make false certificates or fictitious returns, he shall be deemed guilty of a misdemeanor, and upon conviction forfeit and pay a sum not exceeding five hundred dollars and be imprisoned not exceeding two years.

Duty of members of township board, etc., to notify prosecuting attorney of offenses under this act.

SEC. 12. That it shall be the duty of the township board of any township and of each member thereof, and of the common council of any incorporated city, and of each member thereof, having knowledge of any violation of the provisions of the foregoing section by any enumerator appointed by such township board or common council, to at once notify the prosecuting attorney of the county where the offense occurred. And in case the offense consists in the failure of an enumerator to make his returns to the county clerk in proper form, duly certified and within the time prescribed by this act, then it shall be the duty of such clerk to notify the prosecuting attorney of his county.

Penalty for refusal of persons to furnish information to enumerator when requested.

SEC. 13. That each and every person more than eighteen years of age, belonging to any family residing in any township, or census district, and in case of the absence of the heads and other members of any such family, then any agent of such

family shall be, and each of them hereby is required, when thereto requested by the census enumerator, to render a true account; to the best of his or her knowledge, of every person belonging to such family; and whoever shall wilfully fail or refuse shall be guilty of a misdemeanor, and upon conviction thereof shall forfeit and pay the sum of fifty dollars, or be confined in the county jail not more than six months. And every owner lessee, agent, or manager in charge of any establishment of productive industry, or farm, and every president, treasurer, secretary, general agent, or managing director of every corporation owning or operating any such establishment or farm, who shall, when thereto requested by the census enumerator, wilfully neglect or refuse to give true and complete answers to any inquiries authorized by this act, shall forfeit and pay a sum not less than five hundred, nor more than five thousand dollars, and in addition shall be guilty of a misdemeanor, and on conviction thereof shall be imprisoned in the county jail for a term not exceeding one year. And it shall be the duty of the census enumerator to promptly notify the prosecuting attorney of his county of any penalty incurred in his township or census district, under the provisions of this section.

SEC. 14. That all fines and penalties imposed by this act may be enforced by appropriate action at law in any court of competent jurisdiction in the county where such offenses shall have been committed or forfeitures incurred, and all forfeitures, when recovered, shall be for the use of such county.

Enforcement of fines and penalties.

SEC. 15. That it shall be the duty of the prosecuting attorney of each county when notified of any forfeiture or penalty incurred under the provisions of this act, to immediately commence suit against the parties offending, and prosecute the same to a final termination.

Duty of prosecuting attorney in case of offenses, etc.

SEC. 16. That the Secretary of State shall prepare the blank schedules required by this act, and shall transmit to the several county clerks of the State a sufficient number for each township or census district in each county, on or before the first day of January, of the year one thousand eight hundred and ninety-four; the Secretary of State shall also prepare a pamphlet of instructions, including a copy of this act, for taking the census and statistics, and transmit to the several county clerks a sufficient number of copies of the same to supply each census enumerator with one copy; and it shall be the duty of each county clerk to receive such schedules and pamphlets in his office, and on or before the twentieth day of May next thereafter cause to be delivered to the census enumerator of each township and census district in his county, one copy of the pamphlet of instructions, and a sufficient number of the several census schedules to take the census and statistics of his township or census district.

Schedules pamphlets, etc., to be prepared by Secretary of State and forwarded to county clerks.

County clerk to deliver same to enumerator.

SEC. 17. That it shall further be the duty of the Secretary of State to condense and arrange in proper form for publication, the census and statistics of this State, taken in pursuance of the provisions of this act, and when so condensed and

Secretary of State to publish census, etc., and distribute same.

arranged he shall cause two thousand four hundred copies to be printed and bound and shall distribute the same to the officers, boards of officers and others entitled to the joint documents of this State. He shall also cause a sufficient number of copies to be printed and bound to supply crop correspondents and census enumerators with one copy each, and one thousand copies to be deposited in the office of the Secretary of State to supply future demands.

Appointment,
etc., of enu-
merators in un-
organized terri-
tory, etc.

SEC. 18. That it shall be the duty of the governor to appoint enumerators to take the census in unorganized territory not legally attached to any organized township or census district for the purpose of assessment. The enumerators so appointed shall make their returns to the county clerk of the organized county to which such unorganized territory is attached for judicial purposes, and the sum due such enumerators shall be calculated by the county clerk and paid by the county treasurer of such organized county, according to the provisions of section eight of this act.

When census
returns are lost,
destroyed, etc.

SEC. 19. That in case the census returns of any township or census district are by any means lost or destroyed the Governor shall, on proper evidence being furnished by the Secretary of State, at once order a new enumeration, which enumeration shall be taken as of the date of June first, one thousand eight hundred and ninety-four.

Acts repealed.

SEC. 20. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

Approved June 5, 1893.

